



CONTRACT USER GUIDE



How to Use Statewide Contract PRF49, Enterprise Temporary Help Services; MHEC Contract #MC12-J03

Contract #: PRF49 (MHEC Contract #MC12-J03) **Contract Duration:** 12/28/2011 to 06/30/2013

MMARS #: PRF49* **Options to renew:** No options available

Contract Manager: William Funk - 617-720-3329 William.Funk@state.ma.us

This contract contains: Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Businesses

Last change date: 10/25/12

Contract Summary

This is a solution-based Statewide Contract in conjunction with Massachusetts Higher Education Consortium (MHEC) contract MC12-J03 for Temporary Help Services and Executive Search Services through an enterprise approach utilizing one primary vendor and temporary help service vendors engaged in the same business but employed by the primary vendors.

Services Available:

- | | |
|-----------------------------------|--------------------------------------|
| 1. Accountant Position | 10. Legal Administrative Assistant |
| 2. Accounting Support | 11. Light Labor |
| 3. Administrative Support | 12. Light Industrial Labor |
| 4. Customer Service | 13. Medical Administrative Assistant |
| 5. Data Entry Operator | 14. Paralegal |
| 6. Event Support | 15. Office Support Technician |
| 7. Graphic Designer | 16. Receptionist |
| 8. HR/Payroll Assistant | 17. Telephonic Operator |
| 9. Legal Administrative Assistant | 18. Executive Recruitment |

Benefits and Cost Savings

- Reduced mark-up over costs
- Solution-based contract through sub-agreements (Statements of Work)
- Departments Rates may be negotiated down from posted rates
- Rates are inclusive of vendor costs associated with providing candidates
- Rates are inclusive of all vendor travel considerations and other ancillary charges
- Reimbursable expenses, such as mileage, travel, meals and lodging directly related to the temporary worker's assignment are allowed only with prior authorization from the hiring entity.
- Project based pricing may be proposed instead of a maximum billing rate (see pricing)
- Executive Search Services are available at a discounted rate
- Centralized Order Management for reduced costs – Single point of contact
- Electronic Timecards and Consolidated Billing that saves time and expenses
- Dedicated web portal for PRF49 and MHEC users tracking all Statement of Work activity

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct outright purchases.

Compensation Structure/Pricing & Expenses:

- Execute a sub-agreement (Statement of Work) before any a hiring engagement begins
- A "Statement of Work" template is available under the "Forms & Terms" tab
- [The Resource Connection website](#) has a dedicated web portal to submit and track all temp help requests and Statement of Work agreements.
- Secure references as appropriate
- The Rate Card on the Forms & Terms tab has current hourly rates for reference
- Hiring Entities should never pay more than the maximum markup rate of 40% above the direct labor (pay rate) and for referred workers that are not receiving benefits the markup rate is discounted to 22% .
- Invoices are required to be submitted within 30-days
- There are no additional charges associated with the vendors work, e.g., travel, , copying, printing, communications, overhead rates or other ancillary charges
- Hiring Entity may request a project based price instead of the maximum billing rate that will be based on an hourly rate and include all ancillary services in the project price
- 24/7 On Demand access to request services on TRC's dedicated website www.resource-connection.com
- All requests for services are channeled through TRC
- Categories for personnel are on the TRC Website www.resource-connection.com through the PRF49 link

Additional Information

Awarded Vendor:

- **The Resource Connection (TRC),** staff@resource-connection.com
 - a. **Contract Manager:** Janet Santa Anna, 978-777-9333 or 800-649-5228
 - b. **Project Manager:** Peter Konrad
 - c. **Staffing Coordinator Lead:** Taisha Salcedo

With over 25 years' experience, TRC will provide the majority of temporary help services. Through strategic alliances with a team of subcontractors, listed below, TRC will be providing Temporary Help Services and Executive Search Services to the Commonwealth and MHEC. Five of the team members are SDO Certified women owned businesses and TRC has geographic coverage throughout New England with this well experienced team.

Strategic Alliance Team / Subcontractors:

The Resource Connection will provide Temporary Help Services and will utilize its subcontractors to provide the following services:

- **KNF&T Staffing Resources** SDO/WBE will serve as TRC's Managed Service Partner, responsible for managing the Electronic Timecards and Invoice processes and will also provide Temporary Help Services
- **R.A.D. Employment Services** SDO/WBE will provide Temporary Help Services
- **Johnson & Hill Staffing** SDO/WBE will provide Temporary Help Services
- **ACE Employment** will provide Temporary Help Services
- **Travis Personnel** SDO/WBE will provide Temporary Help Services
- **Bonney Staffing Services Maine** – will provide Temporary Help Services

Executive Search

- **Lois L. Lindauer Searches** will provide Executive Recruitment/Search
- **Korn/Ferry International** will provide Executive Recruitment/Search

Strategic Sourcing Services Team Members

AnnMarie Amaral	DPH/Division of Health Professions Licensure, AnnMarie.Amaral@state.ma.us
Brian Boyd	Executive Office of Labor and Workforce Development, bboyd@detma.org
Deborah Cassano	Division of Professional Licensure, deborah.m.cassano@state.ma.us
Marianne Collins	Massachusetts State Police, marianne.collins@state.ma.us
Nancy Conboy	Department of Public Health, nancy.conboy@state.ma.us
Nancy Karas	Department of Elementary and Secondary Education, nancy.karas@state.ma.us
Paul C. Coute	Massachusetts Higher Education Consortium, pcoute@mhec.net

Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS (www.comm-pass.com) website, click on "Contracts" then search by document number PRF49 to locate the following contract information:

Contract User Guide	"Forms & Terms" tab
Statement of Work (SOW)	"Forms & Terms" tab
Rate Card	"Forms & Terms" tab
Frequently Asked Questions	"Forms & Terms" tab
PRF49 Quick Facts	"Forms & Terms" tab
Request for Response (RFR)	"Forms & Terms" tab
Purchase Order form	"Forms & Terms" tab

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